



# MIAMI BEACH

## Announcement of Open Position

### **CUSTOMER SERVICE REPRESENTATIVE**

\$1,023.00 BI-WEEKLY

Open: 08/28/06 8:30 AM

Close: 09/21/06 5:00 PM

### NATURE OF WORK

This is a frontline position that works directly with the public in disseminating information and collecting revenue for program/activity fees and food products. This position also performs varied clerical work including answering phones and data entry.

### MINIMUM REQUIREMENTS

High school diploma or equivalent. Eighteen (18) month full-time paid clerical experience. Must pass typing test with at least 30 correct words per minute. Working knowledge of computer and Windows applications. Shift work may include nights, weekends, and holidays.

### PREFERENCES

Supervisory skills and personal, face-to-face customer service experience. (Please note that phone customer service is insufficient). Excellent communication skills. Bi-lingual.

### EXAMINATION

Typing Test

**Typing Test:**

September 26, 2006. To be scheduled at the time of application  
"Old" City Hall, 1130 Washington Avenue, 3<sup>rd</sup> Floor

**Place of Typing Test:**

### TO APPLY

**IN PERSON**

**MONDAY THROUGH THURSDAY 8:30 AM TO 5:00 PM**

MIAMI BEACH CITY HALL  
Human Resources Department  
3<sup>rd</sup> Floor  
1700 Convention Center Drive  
Miami Beach, FL 33139

FAXES NOT ACCEPTED

CLASS NO: 6123  
UC NO: 06-CO-2-219

EOE/AA/ADA/VET PREF